Erie County Technical School

Meeting Minutes

AVTS Operating Committee and ECTS Foundation Board of Directors

Thursday, April 26, 2007

Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

- Tourism and Hospitality Management instructor Bob Craft presented information regarding recent state and international competitions. The students took first place honors at the 2007 Pennsylvania Training for Lodging Careers Competition held in State College, PA. The students also participated in the American Hotel and Lodging Association international competition in Orlando, FL

- Strategic Planning Vision - Aldo Jackson, Director, reviewed a presentation that was given to the Strategic Planning Vision Committee at its recent retreat (Copy of presentation is filed with the official meeting minutes).

- Sandra Myers, Superintendent of Record, presented information about a proposed transition center to be constructed at the Skill Center building:
    - District superintendents have proposed a training program to serve the needs of life skills/special education students to provide training in commercial housekeeping and fast food service.
    - District superintendents have requested that space at the Skill Center Building be constructed to accommodate the program. The ECTS construction trades students may be able to complete this project or GSA/FEMA mobile homes may be used.
    - Districts participating in this program will share the cost of the lab renovations and operating costs.
    - The Operating Committee agreed that the agenda item to provide space at the Skill Center Building will be tabled at this meeting until further discussion is held at the participating districts with board members and superintendents.

Regular Meeting

<u>Call to Order</u>

Mr. Bucksbee, Chairperson, called the meeting to order at 7:45 pm

<u>Moment of Reflection</u>

<u>Pledge of Allegiance</u>

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:

Mrs. Suzie Rosendahl	Fairview	Absent
Mr. John Ogden	Fort LeBoeuf	Present
Mr. Robert Heath	Girard	Present
Mr. James Bucksbee	General McLane	Present
Mr. Jack Wood	Harbor Creek	Present
Mr. Thomas Loftus	Iroquois	Absent
Mrs. Susan Sullivan	Millcreek	Present
Mr. Robert Boyd	North East	Present
Mr. Sam Ring	Northwestern	Present
Mrs. Loretta Price	Union City	Present
Mr. Eric Duda	Wattsburg	Present

Administrators:

Mrs. Sandra Myers, Superintendent of Record	Present
Dr. Aldo Jackson, Director	Present
Mr. Timothy Sennett, Solicitor	Present
Mr. John Hansen, Principal	Present
Mr. Paul Fritz, Business Manager and Board Secretary	Present
Ms. Natalie Fatica, Coordinator of Human and Quality Resources	Present
Mrs. Mary Ellen Camp, RCTC Manager	Absent
Mr. Steve Sceiford, Facilities Manager	Present
Mr. Jeff Smith, Technology Manager	Present
Mrs. Janet Kennerknecht, Supervisor of Student Services (Attended work session)	Absent
Mr. Patrick Holland, Supervisor of Student Services	Present

Minutes of March 22, 2007

Motion to accept the Minutes of the March 22, 2007 Meeting, as presented.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The minutes are approved, as presented, with an all "ayes" voice vote.
(Copy is filed with the official minutes)

Guests and Comments

Guests signed and present: Rosanne Gangemi, Roach Hewitt, Bob Craft, Mark Cyphert- no comments

Correspondence – none this month

Business

Report – presented by Paul Fritz, Business Manager (Copy filed with the official minutes).

Financial Reports, Payments and Invoices

Motion to approve the following reports, payments and invoices:

- Revenue and Expenditure Reports, as presented:
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - ECTS Foundation Report
  - Student Activities Report
- Checks and Invoices, as presented:
  - General Fund Checks, Wire transfers and Invoices, as presented; $ 716,008.83
  - Food Service Fund Checks and Invoices, as presented; $ 1,317.95
  - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
  - ECTS Foundation Checks and Invoices, as presented; $ 0.00
- PNC/VISA procurement card payment, as presented; $ 39,283.07
- Treasurer's Report, as presented: March 2007 summary
- General Fund Budget Transfers (none this month)

All above items moved by Mrs. Sullivan, with second by Mr. Ogden
The motion is approved with an all "ayes" voice vote.
(Copies of reports and payment lists are filed with the official minutes)

Human and Quality Resources

Report – presented by Natalie Fatica, Coordinator of Human and Quality Resources
(Copy filed with the official minutes).

Curriculum development

Motion to approve ECTS staff for curriculum development and payment of $896.00 for 32 hours @ $28 per hour, each as listed, **and**

Peters and Borsukoff-seasonal help

Motion to hire Sean Peters and Andrew Borsukoff as seasonal help at the rate of $8.00 per hour beginning on or after May 1, 2007, **and**

RCTC Term 5

Motion to employ RCTC Term 5 instructors, as listed (list filed with official minutes).

All items moved by Mr. Duda, with second by Mr. Ring.
The motions are approved with an all "ayes" voice vote.

Operations

Reports

- Superintendent's Report- Sandra Myers, (Copy of report is filed with the official minutes)
- Director's Report—Aldo Jackson, (Copy of report is filed with the official minutes)
- Solicitor's Report—High School Report—John Hansen, (Copy of report is filed with the official minutes)
- RCTC Report Mary Ellen Camp, (Copy of report is filed with the official minutes)

- Facilities Manager's Report— Steven Sceiford, (Copy of report is filed with the official minutes)
- Technology Manager's Report— Jeff Smith, (Copy of report is filed with the official minutes)
- Instructional Support Services Report— Pat Holland, Janet Kennerknecht, (Copy of report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531) - **none**

Student Field Trips and Fundraising (Policy 121)

Motion to approve or ratify student field trips and fund raising as presented:

Drafting and Design- Eriez Magnetics

- Field trip to Eriez Magnetics for the Drafting and Design students for a robotics and Rube Goldberg demonstration on May 8, 2007.

ELC, EET, FMT - Eriez Magnetics

- Field trip for the ELC and EET and FMT students to Eriez Magnetics on a day in May which is yet to be determined.

ABR -Lake City Paint and Supply

- Field trip for the ABR students to Lake City Paint and Supply on a day in May, 2007 which is yet to be determined.

All items moved by Mr. Ogden, with second by Mr. Wood.
The motions are approved with an all "ayes" voice vote.

Facility Use Requests – profit making organizations (Policy 707) - **none**

Other Operations

HVAC system bid award- Rabe Environmental

Motion to approve the bid proposal for the purchase and installation of HVAC systems received from Rabe Environmental Systems, Inc. for a total price of $27,700.00 as per the project specifications.

Moved by Mrs. Sullivan, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.

Transition center at the Skill Center-tabled

Motion to authorize the technical school to provide laboratory space to participating school districts for a special education transition center at the Skill Center.

Mr. Bucksbee, Chairperson, tabled this motion for consideration at a later meeting.
Discussion concerning this item was held during the work session earlier in the evening.

Other Business

ECTS Foundation

There was discussion regarding the use of the ECTS Foundation Fund for awarding of additional scholarships, etc. The foundation annually awards one $500 student scholarship in conjunction with one awarded by AFT Local 1589.

Moved by Mr. Wood to award up to one-half of the annual fund earnings as $500 scholarships to deserving students. There was no second to that motion.

After further discussion the board agreed that the ECTS administration and at least two board members would meet to bring back to the full board a comprehensive plan for the use of foundation funds.

Supplemental Information

- Board Attendance Report
- Work Experience Report
- High School Enrollment Report
- Business Partnerships Contacts
- Newspaper releases- Galbraith Media
- Letter from Reps. Brian Baird and Phil English regarding Perkins funding
- Strategic Planning Committee participants
- Statement of Financial Interests- 2006 – complete and return by May 1, 2007
  (Copies of each filed with official minutes)

- Next meeting: Thursday, May 24, 2007

Adjournment

Moved by Mrs. Sullivan, with second by Mr. Duda to adjourn the meeting.
The motion is approved with an all "ayes" voice vote.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:40pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School
Erie County Technical School Foundation